

NOTICE OF ELECTRONIC CASE FILING PROCEDURES

All open cases in this court are docketed on the Court's Electronic Case Filing System (CM/ECF) at www.nysb.uscourts.gov. The Judicial Conference of the United States has prescribed fees for electronic access to court data, including access to the court's Electronic Case Filing System. These fees are set out in 28 U.S.C. § 1930. Prior to implementation of these fees, there will be a prominent notice displayed on the court's web site.

WHAT PASSWORDS ARE NEEDED TO GET ACCESS TO THE SYSTEM:

In order to retrieve or view documents, all users of the system must obtain a login and password from the PACER Billing Center (Public Access to Court Electronic Records) at 1.800.676.6856. Further information is available on their web site: <http://pacer.psc.uscourts.gov>. Users who currently have logins and passwords to PACER are not required to obtain new ones. Filers who have logins and passwords to the Electronic Case Filing System will not need new ones; however, they will be required to obtain an additional login and password to PACER.

FEES TO BE CHARGED:

Documents filed on the court's Electronic Case Filing System can be viewed AT THE COURT for no charge.

Attorneys filing documents on the court's Electronic Case Filing System will be charged the required filing fees only. There is no additional charge to file electronically.

Users who have set up automatic e-mail notification in a case will not be charged for one-time retrieval, downloading or viewing of that document when accessing the document directly from the e-mail notification hyperlink.

When the access fee for CM/ECF is imposed, a fee of \$.07 per page will be charged for retrieving or viewing information from the Court's Electronic Case Filing System via the Internet. Notice will be prominently posted on the court's web site before this fee is imposed.

ACCESS TO ELECTRONIC CASE FILING SYSTEM:

Anyone can access information maintained on the court's Electronic Case Filing System via the Internet using a PACER Billing Center issued login and password. Attorneys filing documents electronically must also obtain a login and password from the court. Adobe Acrobat Reader is needed to view documents and is available for free from their web site: www.adobe.com.

In order to file documents, the following equipment is necessary:

1. A personal computer running any standard windows platform
2. An Internet provider
3. Netscape Navigator 4.0 or higher software (version 6.0 is not compatible with the court's Electronic Case Filing System.)
4. Adobe Acrobat PDF Writer Exchange software to convert documents from a word processor format to a portable document format (PDF). This is available to attorneys at a discount.

ALTERNATIVES TO FILING ELECTRONICALLY:

Until such time as attorneys' offices are equipped with the above, documents must be submitted on a diskette. Documents, other than orders, should be in a PDF format and Adobe software provides this format. A separate diskette must be used for each filing. Submit the diskette in an envelope with the case name, number, type and title of document on the outside of the envelope or on the diskette itself. If the attorney does not have the capability to convert documents to PDF format, then submit the documents on a diskette using one of the following formats: Word, WordPerfect or DOS text (ASCII).

If an attorney does not have the ability to comply with the above, the documents should be submitted unstapled, unbound and on single-sided paper together with an affidavit attesting to their inability to comply with the mandates of the court's Electronic Case Filing System and stating a date when such compliance is expected.

NOTICE TO ATTORNEYS FILING ON THE COURT'S ELECTRONIC CASE FILING SYSTEM:

In compliance with Federal Rule of Civil Procedure 11 and Local Bankruptcy Rule 9011-1, an attorney's password constitutes the signature of the attorney. An original signed copy of the document filed electronically shall be maintained by the attorney. A chamber's copy of each document filed must be delivered or mailed to the chambers of the judge assigned to the case.

COURT ASSISTANCE AVAILABLE:

The court provides technical and procedural assistance between the hours of 8:30 a.m. to 5:00 p.m., Monday through Friday, at 212.668.2870 extension 3522. To schedule training on the court's Electronic Case Filing System, call 212.668.2870 extension 3580.

Court information, other than case information, is provided free of charge to anyone who has access to the Internet on the court's home page at www.nysb.uscourts.gov. Access to the court's Electronic Case Filing System is an option at this web site and once a user clicks on this link, a prompt will appear to supply a PACER login and password. See paragraph above: "What Passwords are Needed to Get Access to the System" for details on how to obtain a PACER login and password.